

E-filing Q & A for Family Law Attorneys

Q. How do I file an action to modify or enforce a judgment from another county or state?

A. This is now an option on the e-filing site when you are filing a new case. You would select the appropriate class code to Modify-Enforce a Judgment. You would then upload the judgment you are asking to modify or enforce and select document type "Out of State Family Matter" or "Out of County Family Matter". The system will then charge the appropriate fee based upon your selections.

Q. I need to file something in a closed case, but I can't find it. What am I doing wrong?

A. The case has most likely not been converted to an e-filed case. Call the Clerk of Courts at 715-839-4816 Option #2 and request it be convert. We will do this as soon as we receive the message and you will then be able to opt-in.

Q. How do I file a Qualified Domestic Relations Order?

A. E-file your QDRO as a proposed Order either .pdf or Word format being sure not to include SSN or addendums with the party SSN's included. This document is not a protected document and the clerk is unable to redact the protected numbers.

Q. How do I obtain a certified copy of a QDRO once signed?

A. There are three options for obtaining a certified copy of a signed QDRO:

- 1. When you e-file your proposed QDRO mail a return envelope and payment to the Clerk of Courts for the \$5 certification plus a copy of the Order at \$1.25/page. A cover letter is not required simply note the case number in the memo line along with "cert QDRO".**
- 2. When you receive notification that the QDRO is signed, print a copy and mail to the Clerk of Courts along with a return envelope and payment of \$5 for the certification.**
- 3. When you receive notification that the QDRO is signed, print a copy and bring it to the Clerk of Courts along with payment of \$5 for the certification and we will process at the counter.**

Q. How do I obtain a certified copy of a document?

A. There are three options to obtain certified copies of electronic documents.

- 1. Print a copy from the electronic record if you are an e-party, and bring or mail it to the Clerk of Courts with the \$5 certification fee (and a return SASE if mailed).**
- 2. Mail a request and payment to the Clerk of Courts which includes the \$5 certification fee and \$1.25/page fee for the document along with a SASE.**
- 3. Stop in to the Clerk of Court office and purchase the document from our Public Access computer and request certification when paying for the copies.**

Q. Do I need a cover letter with my filings?

A. No, a cover letter is not needed for the Court unless there is something substantive you wish to convey to the Court Official. Communication with the clerk should be done via the “Notes to Clerk” portion of the e-filing website.